

**TO:** Deer Park CAER/LEPC Team

**SUBJECT:** Minutes of October 23, 2007 - Hosted by the City of Deer Park

### **CALL TO ORDER**

Ron Crabtree, Chairman, called the meeting to order at 11:00 a.m.

### **PRESENTATION-CLEAN GULF CONFERENCE**

Chairman Crabtree advised, "The 17<sup>th</sup> Annual Clean Gulf Conference and EPA Annual Chemical Emergency Conference will be held November 14-16, 2007 in Tampa, Florida. They have asked that a representative from the Deer Park LEPC attend the conference to serve on a community outreach program panel for the purpose of sharing our outreach efforts to aide in success for other LEPC's. One of the primary reasons they have asked a representative from Deer Park to serve on the panel is due to our having received the Chemical Education Foundation award for having achieved certain levels of success in our community outreach programs. As Chairman, I will be attending the conference, however, should something happen that I cannot attend I have asked Dave McKinney as Chairman of the Community Awareness Subcommittee to serve in my absence. There will be two or three other LEPC's represented on the panel as well. The issue today is do we want a representative on the panel and, if so, then we need to authorize the travel expenses (airfare, lodging, meals) which should not exceed \$1000."

Motion was made by Tracy Roberts and seconded by Chief William Young to authorize expenses for a representative from the Deer Park LEPC to attend the conference and participate as a panel member. Motion carried unanimously.

Chairman Crabtree advised the panel members will each make a 15-20 minute presentation and then conduct a question and answer session after the presentations. He then stated, "I will be using the CEF application information Dave and Sandra submitted for our award and the survey from the new focus group and the survey conducted by the University of Houston on our effectiveness in regard to our effectiveness as a LEPC."

### **MINUTES**

Motion was made by Don Davis and seconded by Sam Pipkin to approve the minutes of September 25, 2007 with one correction. Mr. Pipkin referred to page 2 of the minutes where it was stated, "If an incident is a Level 1, the call is made by me or the City Manager whether to activate the EOC." He said, "This should read .....incident is a Level III,.... instead of Level 1." Corrections were noted and will be made to the September 25, 2007 minutes. Motion carried unanimously.

### **FINANCIAL REPORT**

Motion was made by Sam Pipkin and seconded by Tracy Roberts to accept the financial report for September 2007, as submitted:

LEPC Fund Balance	\$ 59,940.52
Wally Wise Guy Campaign	\$ 10,838.25

Motion carried unanimously.

## **COMMITTEE REPORTS**

### **Ron Crabtree, Chairman Executive Committee, reported:**

**2008 Budget** – “Sam Pipkin is changing the budget requirements for the Communication Subcommittee based on the decrease in cost for the E-Notify System, which reduces the 2008 budget to \$90,570 for a cost savings of \$5,000. The budget was approved in August with the possibility of this reduction.”

Motion was made by Don Davis and seconded by Tracy Roberts to accept the revised 2008 Budget. Motion carried unanimously.

Chairman Crabtree requested the subcommittee chairs to review their respective budgets and provide information to Ms. Watkins for discussion at the November Executive Committee meeting for determination for any reserve funds which might possibly be applied to the 2008 Budget.

**ACTION ITEM:** Subcommittee chairs submit estimated final budget figures to Ms. Watkins for discussion at the November Executive Committee meeting.

**Appointment of Transportation Sub-Committee Chair** – Chairman Crabtree advised, “As you are aware, we have been speaking with individuals regarding the position of Chair for the Transportation Subcommittee. I had the opportunity to discuss the position with Ed Hawthorne, a former member of the Deer Park LEPC, to determine his interest. He has responded favorably and is very interested in re-establishing his relationship with the LEPC and commented ‘anything I can do to help’ when asked. Ed has the capability and is committed to serving, so I would like to recommend Ed Hawthorne for the position of Transportation Subcommittee Chair.”

Motion was made by Ron Crabtree and seconded by Sam Pipkin to place Ed Hawthorne for the position of Transportation Subcommittee Chair. There being no other volunteers, the motion carried unanimously.

### **Sam Pipkin, Chairman Communication Subcommittee, reported:**

**RMP Chemical Book** – “Each industry represented in the original RMP Chemical Book was sent a request to update the information pertaining to RMP Chemicals located in their facilities, so that the book can be updated. To date, we have received information from Rohm & Haas, Hexion, Praxair and Texas Molecular. We would like to finish this update by the end of the year and ask that each industry representative provide the information to Ms. Watkins as quickly as possible.”

**ACTION ITEM:** Industry representatives to the Deer Park LEPC provide updated RMP Chemical information to Ms. Watkins by the end of November 2007 to be included in the RMP Chemical Book update.

**E-Notify System** – David Wade reported, “Harris County is moving forward on the emerge notification recorder system and will be able to receive emergency notification from those industries who have the capability. We will provide a final installation date at a later meeting.”

**David McKinney, Chairman Community Awareness Subcommittee, reported:**

**2008 LEPC Calendar** – “The Community Awareness Subcommittee members will be meeting after this meeting to review the final proof of the calendar. Once the corrections are complete, the calendar will go to press. We are ahead of schedule, and hope to have the calendars to the residents by mid December.”

Chairman Crabtree commented, “We want to thank the committee as well as the San Jacinto Museum and Parks and Wildlife employees for the work you have all done on this calendar. It will be a calendar folks will want to hang onto at the end of the year.”

**Community Awareness Project Schedule** – “We will be reviewing the work programs for 2007 and look at firming up our 2008 schedule.”

**Tracy Roberts, Chairman Emergency Response Subcommittee reported:**

**2007 Drill** – Mr. Roberts gave an overview of the after action meeting held on September 18<sup>th</sup> (copy attached) naming the various items for action along with the status as to work in progress or complete, and stated, “We will have a second follow-up meeting in January to determine the status of those areas in progress, and have set June 2008 as the deadline for all action items

**Transportation Subcommittee:**

**Transportation - Pipelines** – Sam Pipkin commented, “We are continuing our work on updating the pipeline information for those pipelines throughout the city limits

**NEXT MEETING**

The next meeting will be November 27, 2007 at Deer Park City Hall.

ATTEST:

APPROVED:

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Sandra Watkins, TRMC, CMC  
City Secretary

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Ronald V. Crabtree  
Chairman